



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No.: DOC 4.6.10	Subject: DISCHARGE, RELEASE, AND TRANSFER FROM YOUTH SERVICES DIVISION	
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2	
Section 6: RELEASE/PLACEMENT	Effective Date: 10/31/2013	
Signature: /s/ Mike Batista, Director	Revised:	

I. POLICY

The Department of Corrections adheres to legal and procedural requirements when discharging, releasing, or transferring youth committed to the custody and supervision of the Department's Youth Services Division.

II. APPLICABILITY

All youth facilities and programs under the authority of the Department's Youth Services Division (YSD) to include, Pine Hills Youth Correctional Facility (PHYCF), Riverside Youth Correctional Facility (RYCF), Youth Transition Center (YTC), and Youth Community Corrections (YCC).

III. DEFINITIONS

Discharge from YSD – Is the formal action of terminating YSD and youth court custody and supervisory authority over a youth who has been formally committed to custody and supervision.

Release from YSD – Is the formal action that terminates YSD court ordered custody and supervision over a youth and remands the youth back to youth court supervision.

Transfer from YSD – A formal action that terminates YSD of all court ordered responsibility by transferring custody and supervision of all court ordered supervision to a Department adult facility or program.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. All YSD facilities and programs will create standardized procedures to guide the transfer, release, or discharge of youth from YSD custody and supervision; procedures must include,
 - a. juvenile parole officers (JPO) may recommend an early discharge from YSD parole supervision prior to the maximum age of commitment, 18 years of age; and
 - b. youth on parole may be discharged from YSD supervision after one year unless good reasons exist to show that such continued supervision is required.
2. Staff must submit written reports requesting a transfer, release, or discharge from YSD supervision to their supervisor for approval prior to submission to the YSD administrator.
3. Written reports requesting a transfer, release or discharge from YSD supervision must summarize the performance of the youth during the youth's entire YSD commitment.

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V. CLOSING

Questions concerning this policy should be directed to the YSD Administrator.

VI. REFERENCES

*52-5-127 MCA, 41-5-205 MCA, 41-5-208 MCA, 41-5-1604 MCA, 41-5-1605
20.9.707 ARM, Release, Supervision Status Change, and Discharge of Youth
2-7129; 2-7145; 2-7212; 2-7213; 2-7144 ACA Standards*

VII. ATTACHMENTS

None